

Bid Request Development of Early Childhood Levels and Competencies Supporting a Professional Development System

Providing facilitation and strategic guidance in developing levels and competencies for Iowa's early childhood professional development system

SUBMISSION DEADLINE:
December 5, 2008
4:30 p.m. CST

IOWA DEPARTMENT OF EDUCATION
Early Childhood Services
Grimes State Office Building
Des Moines, Iowa 50319-0146

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Bureau of Administration and School Improvement Services, Grimes Building, Des Moines, IA 50319, 515-281-5811.

Purpose

The purpose of this document is to solicit project bids from qualified service providers to support the development of levels and competencies based upon the National Association for the Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation. The Iowa Department of Education (DE) is seeking a nationally recognized outside facilitator to work with DE staff in developing levels and competencies to support Iowa's early childhood professional development system.

The Iowa Department of Education intends to notify the recipient of the award by December 12, 2008 for a work time frame that concludes on September 15, 2009.

Goal of the Contracted work

The overall goal for this effort is to facilitate the development of competencies and levels utilizing the NAEYC Standards for Early Childhood Professional Preparation. This work will lay the foundation for creating career pathways and potential articulation agreements between community colleges and four-year institutions.

The selected contractor must work with the DE staff to carrying out the following functions:

- develop and organize stakeholders group(s);
- plan and facilitate stakeholder group(s);
- develop draft competencies and levels aligned with the NAEYC Standards for Early Childhood Professional Preparation and the *Iowa Early Care & Education Professional Development Core Body of Knowledge for Best Practices*. These competencies and levels will range from awareness at entry level to higher levels of application of knowledge and skills;
- facilitate the establishment and agreement of career pathways for early childhood professionals across the breadth of early childhood programs and services. The career pathways must describe the standards, competencies and identifiable levels that serve professionals working in all aspects of the early care, health and education system, and;
- develop a plan to promote the acceptance and adoption of the competencies and levels system by the early childhood community in Iowa.

Contractor Expectations

The selected contractor will be expected to design and lead no fewer than four meetings with the stakeholders prior to September 15, 2009. The lengths of the meetings will be based on the agenda for the meetings at the contractor's discretion.

Related to designing and leading these meetings, the contractor will agree to meet with representatives from the Iowa Department of Education on a regular basis to assure the work is progressing to its satisfaction.

The contractor will submit quarterly invoices to the DE that detail the work performed, the dates the work was performed and, if using an hourly rate, the hours when the work was performed.

The contractor will be expected to write a summary report describing the deliverables produced and recommending future activities at the conclusion of the contract period.

Evaluation of Project

The project will be evaluated based on documentation created during the project and a final report provided by the contractor. The contractor is encouraged to develop an evaluation procedure for the project as part of his/her proposed work plan (see #6 under Bid Content below).

Additional Information

Potential contractors are encouraged to learn more about the DE Professional Development work at the website below:

- <http://www.iowa.gov/educate/ecpd/>

Any questions related to this Request for Proposal should be directed to:

Penny Milburn
Bureau of Early Childhood Services
Iowa Department of Education
(515)281-7844 or Penny.Milburn@iowa.gov

Format and Content of Bid Proposals

The bid proposal shall be submitted on 8.5" x 11" paper (one side only).

Only one copy of the proposal needs to be submitted, and electronic submissions are welcome. If not sent electronically, the bid proposal shall be sealed in an envelope. The envelope shall be labeled with the following information:

Penny Milburn, Consultant
Bureau of Early Childhood Services
Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146

Penny.Milburn@iowa.gov

Proposal Deadline

- All proposals should be received by the Iowa Department of Education no later than 4:30PM CST on December 5, 2008. Any proposal not received by this deadline or missing any of the 8 required proposal content elements listed below will be disqualified.

Proposal Content

All proposals should include the following information:

1. Full name of the lead contact for the contractor.
2. Lead Contact's Business address
3. Business telephone number, fax number and a contact's email.
4. Description of professional experiences assisting groups in developing standards, identifying systems components, and assisting in the development of strategic planning. Be sure to include the amount of time spent performing this type of work and number of clients.
5. Brief description of two successful experiences facilitating groups. It will be especially useful if these experiences include some small groups where group cohesion and effective functioning resulted because of the facilitation activities as well as national experiences facilitating groups.
6. A proposed work plan meeting the goals of this project. The proposal should describe how the contractor plans to design and lead the group through a series of meetings to achieve the goal. The proposal should also describe how the contractor will evaluate the project and include that in the work plan proposal. Especially helpful will be a proposal that explains how the tasks will be divided into individual meetings. If possible, the proposal should also include an explanation of the theoretical base used in the facilitation and small group processing design.
7. A budget and budget narrative for performing the work described in the proposal. The budget should break down expenses into reasonable and logical cost categories. The budget narrative should describe each cost element and explain how the contractor determined expense totals for each cost element.
8. A list of three references of clients for whom the contractor has performed similar work.

It is recommended that the proposal be divided into 8 clearly-marked sections as suggested above. Proposals should address the specific requirements of the project and not be generic submissions appropriate to a variety of projects.

Appeal of Application Denial or Terminations

Any applicant of the Iowa early childhood professional development systems grant funds may appeal the denial of a properly submitted competitive program grant application or the unilateral termination of a competitive program grant to the director of the department of education. Appeals must be in writing, in the form of an affidavit, and

received within ten working days of the date of notice of the decision and must be based on a contention that the process was conducted outside of statutory authority; violated state or federal law, policy or rule; did not provide adequate public notice; was altered without adequate public notice; or involved conflict of interest by staff or committee members. Refer to 281 IAC r. 7.5, the legal authority for this process.

Proposal Evaluation

All proposals will be evaluated using a point system. The maximum numbers of points for each area are:

- Experience (national experience, length of time; number of clients): 25 points
- Successful Experiences (at least two; clear and compelling examples of the contractor at work; convincing record of successful facilitation): 25 points
- Service Work Proposal (addresses project goals; logical and realistic plan): 25 points
- Budget (adequate and reasonable): 25 points

Total points: 100

The following rubrics will be used in the review and scoring process.

Using the criteria, the reviewers will multiply the Rubric value by the Weighting. The total is the number of points to be received for that particular criterion. The maximum number of points possible is indicated at the top of each rubric.

Strong Experience (25 points maximum)

Rubric value		X Weighting	Points
1	The contractor has demonstrated history doing group facilitation, small group development and standards development and has a number of satisfied clients.	5	
3	The contractor has only been doing this kind of work for a short period of time and only has a few clients. The contractor does not have experience in doing group facilitation, small group development and standards development.	5	
5	The contractor has been doing this kind of work for two years and has a number of clients. The contractor has lots of experience both nationally and regionally in facilitating groups, developing standards and identifying systems components.	5	

Reviewer Comments:

Successful Experience (25 points maximum)

Rubric value		X Weighting	Points
1	The contractor has less than 2 examples of successful group facilitation.	5	
3	The contractor presents two examples of successful group facilitation work and/or standards development some of which presents a compelling demonstration of effective facilitation and development of products.	5	
5	The contractor has more than 2 examples of successful group facilitation and/or standards development all of which present compelling evidence of successful group facilitation with evidence of development of products.	5	

Reviewer Comments:

Service Work Proposal (25 points maximum)

Rubric value		X Weighting	Points
1	The contractor presents an incomplete plan or one that does not address the needs in the RFS or logically demonstrate how the plan will lead to the desired outcomes.	5	
3	The contractor presents a complete plan that addresses the needs in the RFS and shows how it will lead to the desired outcomes.	5	
5	The contractor presents a detailed plan that addresses the needs in the RFS and shows how it will lead to the desired outcomes. The plan shows creative strategies to address needs in the RFS or not identified in the RFS.	5	

Reviewer Comments:

Budget (25 points maximum)

Rubric value		X Weighting	Points
1	Budget categories are not clearly aligned with the proposed plan's activities.	5	
3	Budget categories are aligned with the proposed plan's activities. The pricing used is not specifically fair or competitive.	5	
5	Budget categories are aligned with the proposed plan's activities. The pricing used is fair or competitive	5	

Reviewer Comments:

All bids will be reviewed by the team from the Bureau of Early Childhood Services, Iowa Department of Education. All selections are subject to the approval of the Bureau Chief, Bureau of Early Childhood Services, Iowa Department of Education and the Director of the Iowa Department of Education.